

# **Instruction for use of “Annual Notification of Changes Report” Form**

(Applicable to all miscellaneous parts or products surface coating operations)

## **General**

This form may be used to comply with the annual reporting requirements in 14.8.1 of Regulation 1138. The use of this form is optional. However, other means of reporting changes must be prepared according to the applicable requirements under 14.8.2 of Regulation 1138.

This “Annual Notification of Changes Report” form may be used to identify all deviations that occurred during the reporting period. If more than five (5) deviations occurred, the owner or operator should use and attach additional sheets (provided) to the “Annual Notification of Changes Report”.

If no deviations occurred during the reporting year, the owner or operator of the affected miscellaneous parts or products surface coating operation does not need to submit an “Annual Notification of Changes Report”.

## **Required Submittal Date**

If a deviation occurred during the reporting year, the owner or operator shall complete and submit the “Annual Notification of Changes Report” to the Department (with copy to the U.S Environmental Protection Agency) prior to March 1 of the year following the reporting period.

The addresses for this submittal are provided below and in Item 6 of the “Annual Notification of Changes Report” form.

## **Items 1 and 2**

Provide the name of the affected miscellaneous parts or products surface coating operation, its physical location, and the address where the compliance records are kept, if different than the physical location of the facility.

## **Items 3**

Identify the owner or operator of the affected miscellaneous parts or products surface coating operation, identified in Items 1 and 2.

# **Instruction for use of “Annual Notification of Changes Report” Form**

(Continued)

## **Item 4**

The owner or operator of the affected miscellaneous parts or products surface coating operation shall list all deviations that occurred at the facility during the reporting period. The owner or operator shall provide the following information for each deviation:

- The date the deviation occurred,
- The affected source in which the deviation occurred,
- A brief description of the deviation, and
- The corrective actions taken to bring the affected source back into compliance with Section 14 of Regulation 1138.

If more than the five (5) deviations (allowed for on Page 1 of this form) occur, the owner or operator should use multiple copies of additional sheet (provided) and attach these additional pages to the “Annual Notification of Changes Report” form.

## **Item 5a**

Requirement 14.4 of Regulation 1138 provides the requirements that the owner or operator of an affected miscellaneous parts or products surface coating operation must be in compliance with to satisfactorily demonstrate compliance with Section 14 of Regulation 1138.

For this form, the owner or operator would certify compliance with Section 14 of Regulation 1138 by checking the box listed under Item 5a.

If the owner or operator of the affected miscellaneous parts or products surface coating operation is unable to certify that the miscellaneous parts or products surface coating operations are in compliance with the applicable requirements of Section 14 of Regulation 1138 at the time of submitting the “Annual Notification of Changes Report”, the owner would not check the box under Item 5a. Instead, the owner or operator completes Item 5b.

## **Item 5b**

If the affected miscellaneous parts or products surface coating operations are not in compliance with the applicable requirements of Section 14 of Regulation 1138, the owner or operator must provide a complete explanation of the noncompliance, the corrective actions being undertaken to bring the miscellaneous parts or products surface coating operations back into compliance and the expected date that compliance will be demonstrated. Space for this information is provided on page 2 of the form. The owner or operator should continue on the additional sheet (provided), if additional space is needed.

## **Item 5c**

The owner or operator of the affected miscellaneous parts or products surface coating operation certifies that the “Annual Notification of Changes Report” is true, accurate, and complete as demonstrated by the completion of Item 5d.

# **Instruction for use of “Annual Notification of Changes Report” Form**

(Continued)

## **Item 5d**

The owner or operator of the affected miscellaneous parts or products surface coating operation provides the information needed and signs the form to certify the truth, accuracy, and completeness of the “Annual Notification of Changes Report”.

## **Item 6**

The owner or operator must submit the completed “Annual Notification of Changes Report” to the Department of Natural Resources and Environmental Control (with a copy to the U.S. Environmental Protection Agency) at the addresses provided below and in Item 6 of the form. The owner or operator should keep a copy of the completed form.

### **Submit the Annual Notification of Changes Report to the following addresses**

Delaware Department of Natural Resources and  
Environmental Control  
Administrator, Air Quality Management  
156 S. State Street  
Dover, DE 19901

U. S. Environmental Protection Agency  
Director, Air Protection Division  
1650 Arch Street  
Philadelphia, PA 19103

# **Annual Notification of Changes Report**

For the reporting period ending December 31, \_\_\_\_\_

## **Regulation 1138 – Section 14**

### **Emission Standards for Area Source Miscellaneous Parts or Products Surface Coating Operations**

For  
All  
Sources

**Submittal Date:** The “Annual Notification of Changes Report”, if required, must be submitted prior to March 1 of the year following the reporting period.

If no deviations occurred during the reporting period, no “Annual Notification of Changes Report” needs to be submitted.

[1] **Name of the facility:**

[2] **Physical location** – Street Address: \_\_\_\_\_

City, State, Zip Code : \_\_\_\_\_

**Address where compliance records are kept, if different than the physical location**

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

[3] **Name of Owner or Operator:**

[4] **List all deviations that occurred during the reporting period. Provide the date of occurrence, the affected miscellaneous parts or products surface coating operation, a brief description of the deviation and the corrective actions taken.**

If additional entries are required, continue on the additional sheet (provided) and attach to this report.

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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Corrective Actions Taken

# Annual Notification of Changes Report

For the reporting period ending December 31, \_\_\_\_\_

## **Regulation 1138 – Section 14**

**Emission Standards for Area Source  
Miscellaneous Parts or Products Surface Coating Operations**

For  
All  
Sources

**Name of the facility:**

**[5] Certification of Compliance**

- a The owner or operator of the affected miscellaneous parts or products surface coating operation shall certify compliance with Section 14 of Regulation 1138 by checking (✓) the following compliance statement, if appropriate. If the owner or operator cannot certify compliance with Section 14 of Regulation 1138, the owner or operator provides the information needed in Item 5b below.

**Certify compliance for the affected miscellaneous parts or  
products surface coating operations by checking the following box**

☐ The owner or operator certifies that the affected miscellaneous parts or products surface coating operations are in compliance with all applicable requirements of Section 14 of Regulation 1138.

- b **Provide a complete explanation of the noncompliance, a description of the corrective actions being taken to achieve compliance and the expected date for achieving compliant operation.**

If additional space is required, continue on the additional sheet (provided) and attach to this report.

- c **I certify that all the information contained in this notification is true, accurate, and complete.**

d Signature: \_\_\_\_\_ Date : \_\_\_\_\_  
Title/Position: \_\_\_\_\_ Telephone No: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

- [6] The owner or operator must submit this “Annual Notification of Changes Report” to the following agencies by the submittal date provided on page 1 of this form. Remember to keep a copy of this notification.**

Delaware Department of Natural Resources  
and Environmental Control  
Administrator, Air Quality Management  
156 S. State Street  
Dover, DE 19901

U. S. Environmental Protection Agency  
Director, Air Protection Division  
1650 Arch Street  
Philadelphia, PA 19103

## Annual Notification of Changes Report

**For the reporting period ending December 31, \_\_\_\_\_**

## Regulation 1138 – Section 14

## Emission Standards for Area Source Miscellaneous Parts or Products Surface Coating Operations

## For All Sources

**Name of the facility:**

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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### Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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### Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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### Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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### Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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### Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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### Corrective Actions Taken

<u>Date</u>	<u>Affected source</u>	<u>Description of Deviation</u>
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### Corrective Actions Taken

**Annual Notification of Changes Report**

For the reporting period ending December 31, \_\_\_\_\_

**Regulation 1138 – Section 14**

**Emission Standards for Area Source  
Miscellaneous Parts or Products Surface Coating Operations**

For  
All  
Sources

Name of the facility:

- [4] **Certification of Compliance - Continued**
- b **Provide a complete explanation of the noncompliance, a description of the corrective actions being taken to achieve compliance and the expected date for achieving compliant operation.**